



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

CHIEF DEPUTY COUNTY COUNSEL

Class No. 002218

■ CLASSIFICATION PURPOSE

To serve as principal assistant to County Counsel; to manage, coordinate, and direct the Legal Advocacy Division, or the Juvenile Court Division of the Office of County Counsel; to assist County Counsel in significant and complex litigation or legal matters; to assist with the management of the office; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Chief Deputy County Counsel is an executive management class in the unclassified service and is allocated only to the Office of County Counsel. Under administrative direction, incumbents report directly to County Counsel and/or Assistant County Counsel and assist in the management of the office through planning, organizing, implementing, and controlling the activities of a group or division. Incumbents direct teams of attorneys organized into subject matter groups or divisions and personally handle significant/complex litigation cases/legal matters for County Counsel.

■ FUNCTIONS

The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions

1. Analyzes and resolves complex legal issues associated with local government and its operations.
2. Plans group or division activities and participates in the general planning for the Office of County Counsel.
3. Identifies the direction and goals of the group or division and the Office of County Counsel.
4. Develops strategies/plans to accomplish specific goals.
5. Organizes the division to align with established goals.
6. Implements directions and policies established by County Counsel in their group or division.
7. Develops performance standards for all positions in their division.
8. Manages the operation of their division.
9. Assigns, directs, and reviews the litigation, advisory, or juvenile dependency work of attorneys assigned to the teams under their direction.
10. Consults with high level county officials on significant/complex litigations, legal/administrative problems; and advises and recommends development/implementation of policy.
11. Advises and assists in training staff attorneys in law, research, and litigation techniques.
12. Acts in the absence of County Counsel or Assistant County Counsel, or at their direction; represents County Counsel at various meetings of boards and commissions.
13. Prepares, maintains, and implements policies and procedures in their division or in the Office of County Counsel.
14. Provides courteous, high quality service to clients by responding personally, or by making appropriate referral, to requests for service.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Court proceedings, discovery techniques, jury selection, settlement practices and other matters related to trial and appellate practice.
- Rules of practice in California and federal trial and appellate courts, and quasi-judicial bodies.
- Federal, state, and local statutory, regulatory, administrative and case law applicable to local jurisdictions.
- Substantive and procedural law applicable to juvenile dependency matters.
- Principles of personnel management and supervision.
- General Management System in principle and in practice.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Maintain confidentiality.
- Manage the overall activities of the Legal Advocacy Division or Juvenile Dependency Division, which provides legal services to the Board of Supervisors, county officers, departments, courts and special districts.
- Analyze difficult/complex legal problems and apply appropriate legal principles and practices.
- Prepare, present, and conduct complex lawsuits, cases and appeals in an effective manner.
- Research, analyze, and draft opinions, ordinances and other legal documents.
- State facts, law, and arguments clearly, logically and persuasively in written and oral form to clients, other professionals and to lay people.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise good judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Certification/Registration

Active membership and in good standing with the State Bar of California.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: July 12, 1974
Revised: July 3, 2000
Reviewed: Spring 2003
Revised: May 17, 2004
Revised: June 9, 2004